



## Pack 718 Scout Track – Instructions

Citizenship, Compassion, Cooperation, Courage, Faith, Health and Fitness, Honesty, Perseverance, Positive Attitude, Resourcefulness, Respect, Responsibility

### I ScoutTrack online advancement tracking tool quick tips:

ScoutTrack is the tool that Pack 718 uses to collect advancement information from both parents and Dens. This tool will keep track of each Scout's progress towards his next rank or award and automatically include any completed awards for presentation at the next awards ceremony.

There are a couple of exceptions, the most notable being segments, which are not a nationally recognized program and are therefore not included in this program. We will continue to collect this information either at each Pack event through the coordinator or through the Den Leaders and Den Advancement Coordinators.

If you have any questions, please contact your Den Leader or your Den's Achievement Coordinator. You can also contact the Pack Advancement Coordinator (Corinne Frechette: corinnemfrehette@gmail.com).

[Den Leaders: Please read the section at the end for Den Leader responsibilities and cautions](#)

### II As a Parent:

Parents are responsible for ensuring your Scout's record is correct in Scout Track. When you log on, you will first see a screen like this one (this is a Tiger Cub example):

The screenshot shows the ScoutTrack.com website interface. At the top, it says "ScoutTrack.com". Below that, it says "Hello, Cub Parent. If this isn't you, [click here](#)." There are two main sections: "As a parent of Cub Scout :" and "You can also:". The "As a parent of Cub Scout :" section contains several links: [Bobcat Trail](#), [Tiger Trail \(Achievements\)](#), [Tiger Track Trail \(Electives\)](#), [Sports and Academics Pins](#), [Calendar](#), [Pack Directory or Den Roster](#) (with a "New!" tag), [Bulletin board](#), [E-mail your Den Leader\(s\)](#), [E-mail your Den](#), and [E-mail your Pack leaders](#). The "You can also:" section contains two links: [Change your profile](#) and [Send questions/comments to ScoutTrack.com tech support](#).

By clicking any one of the top several links (your list may look different depending on your Scout's rank and progress), you can check off requirements towards rank, electives, Sports and Academic belt loops and pins, etc.



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**ScoutTrack.com**

Hello, Cub Parent. If this isn't you, [click here](#).

**As a parent of Cub Scout :**

- [Bobcat Trail](#)
- [Tiger Trail \(Achievements\)](#)
- [Tiger Track Trail \(Electives\)](#)
- [Sports and Academics Pins](#)
- [Calendar](#)
- [Pack Directory or Den Roster](#) **New!**
- [Bulletin board](#)
- [E-mail your Den Leader\(s\)](#)
- [E-mail your Den](#)
- [E-mail your Pack leaders](#)

**You can also:**

- [Change your profile](#)
- [Send questions/comments to ScoutTrack.com tech support](#)

By clicking on Tiger Trail (Achievements), for example, you will see a page similar to this:

**Tiger Trail (Achievements) (2001/2006 requirements) for Scout Cub Scout** [Return to Home](#)

Have a lot to enter? Use [quick entry](#) **Wow!**

○ = not planned   ○ = planned   ● = done   ✓ = completed

Do	of these
<b>Tiger (must earn Bobcat first)</b>	
<a href="#">Start the Trail</a>	all
<a href="#">1. Making My Family Special</a>	all
<a href="#">2. Where I Live</a>	all
<a href="#">3. Keeping Myself Healthy and Safe</a>	all
<a href="#">4. How I Tell It</a>	all
<a href="#">5. Let's Go Outdoors</a>	all

You can expand individual sections to view the individual requirements by clicking on them.

**Tiger Trail (Achievements) (2001/2006 requirements) for Scout Cub Scout** [Return to Home](#)

Have a lot to enter? Use [quick entry](#) **Wow!**

○ = not planned   ○ = planned   ● = done   ✓ = completed

Do	of these
<b>Tiger (must earn Bobcat first)</b>	
<a href="#">Start the Trail</a>	all
<a href="#">1. Making My Family Special</a>	all
<a href="#">2. Where I Live</a>	all
2F. Look at a map of your community with your adult partner.	2F. ○ not planned or done
2D. Practice the Pledge of Allegiance with your den, and participate in a den or pack flag ceremony.	2D. ○ not planned or done
2G. Visit a police station or fire station. Ask someone who works there how he or she helps people in your community.	2G. ○ not planned or done
<a href="#">3. Keeping Myself Healthy and Safe</a>	all
<a href="#">4. How I Tell It</a>	all
4F. At a family meal, have each family member take turns telling the others one thing that happened to him or her that day. Remember to practice being a good listener while you wait for your turn to talk.	4F. ○ not planned or done
4D. Play "Tell It Like It Isn't."	4D. ○ not planned or done
4G. Visit a television station, radio station, or newspaper office. Find out how people there communicate to others.	4G. ○ not planned or done
<a href="#">5. Let's Go Outdoors</a>	all



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To mark a requirement completed, click on the link at the right.

**Tiger Trail (Achievements) (2001/2006 requirements) for Scout Cub Scout** Return to Home

Have a lot to enter? Use [quick entry](#) **Wow!**

○ = not planned   ○ = planned   ● = done   ✓ = completed

Do	of these
<b>Tiger (must earn Bobcat first)</b>	
<a href="#">Start the Trail</a>	all
<a href="#">1. Making My Family Special</a>	all
<a href="#">2. Where I Live</a>	all
2F. Look at a map of your community with your adult partner.	2F. <a href="#">not planned or done</a>
2D. Practice the Pledge of Allegiance with your den, and participate in a den or pack flag ceremony.	2D. <a href="#">not planned or done</a>
2G. Visit a police station or fire station. Ask someone who works there how he or she helps people in your community.	2G. <a href="#">not planned or done</a>
<a href="#">3. Keeping Myself Healthy and Safe</a>	all
<a href="#">4. How I Tell It</a>	all
4F. At a family meal, have each family member take turns telling the others one thing that happened to him or her that day. Remember to practice being a good listener while you wait for your turn to talk.	4F. <a href="#">not planned or done</a>
4D. Play "Tell It Like It Isn't."	4D. <a href="#">not planned or done</a>
4G. Visit a television station, radio station, or newspaper office. Find out how people there communicate to others.	4G. <a href="#">not planned or done</a>
<a href="#">5. Let's Go Outdoors</a>	all

Then, simply mark it complete, enter the date, and click on the "Save" button.

**Plan or Mark an Activity Done for Cub Scout**

4. How I Tell It

4D. Play "Tell It Like It Isn't."

Not planned or completed

Planned but not completed for:  On some unknown date

Completed on:  On

When completed, requirements will have a "black" paw next to them as shown below:

**Tiger Trail (Achievements) (2001/2006 requirements) for Scout Cub Scout** Return to Home

Have a lot to enter? Use [quick entry](#) **Wow!**

○ = not planned   ○ = planned   ● = done   ✓ = completed

Do	of these
<b>Tiger (must earn Bobcat first)</b>	
<a href="#">Start the Trail</a>	all
<a href="#">1. Making My Family Special</a>	all
<a href="#">2. Where I Live</a>	all
2F. Look at a map of your community with your adult partner.	2F. <a href="#">not planned or done</a>
2D. Practice the Pledge of Allegiance with your den, and participate in a den or pack flag ceremony.	2D. <a href="#">not planned or done</a>
2G. Visit a police station or fire station. Ask someone who works there how he or she helps people in your community.	2G. <a href="#">not planned or done</a>
<a href="#">3. Keeping Myself Healthy and Safe</a>	all
<a href="#">4. How I Tell It</a>	all
4F. At a family meal, have each family member take turns telling the others one thing that happened to him or her that day. Remember to practice being a good listener while you wait for your turn to talk.	4F. <a href="#">not planned or done</a>
4D. Play "Tell It Like It Isn't."	4D. <b>done at home 10/29/06</b>
4G. Visit a television station, radio station, or newspaper office. Find out how people there communicate to others.	4G. <a href="#">not planned or done</a>
<a href="#">5. Let's Go Outdoors</a>	all

If you have a lot of items to record, you can use the "quick entry" option at the top left.



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**Tiger Trail (Achievements) (2001/2006 requirements) for Scout Cub Scout** Return to Home

Have a lot to enter? Use [quick entry](#) **Wow!** ☺ = not planned ☺ = planned ● = done ✓ = completed

**Tiger (must earn Bobcat first)**

Do	of these
Start the Trail	all ☺☺☺
1. Making My Family Special	all ☺☺☺
2. Where I Live	all ☺☺☺
2F. Look at a map of your community with your adult partner.	2F. ☺ not planned or done
2D. Practice the Pledge of Allegiance with your den, and participate in a den or pack flag ceremony.	2D. ☺ not planned or done
2G. Visit a police station or fire station. Ask someone who works there how he or she helps people in your community.	2G. ☺ not planned or done
3. Keeping Myself Healthy and Safe	all ☺☺☺
4. How I Tell It	all ☺☺☺
4F. At a family meal, have each family member take turns telling the others one thing that happened to him or her that day. Remember to practice being a good listener while you wait for your turn to talk.	4F. ☺ not planned or done
4D. Play "Tell It Like It Isn't."	4D. ☺ not planned or done
4G. Visit a television station, radio station, or newspaper office. Find out how people there communicate to others.	4G. ☺ not planned or done
5. Let's Go Outdoors	all ☺☺☺

With this option, you can simply enter a date in each field to mark a requirement complete. If you have completed multiple requirements on the same date, you simply need to "click" on each field to enter the same date. **Be VERY careful where you click as any field you click will have a date entered in it.** When finished, click the "Save" button at the bottom or top of the page.

**Tiger Trail (Achievements) for Cub Scout** Save Cancel

**Hints:** to quickly fill in the same date for many activities, enter the date in the first activity then click your mouse on the other activities that need the same date. Examples: 3/31/01 --> completed at home  
7/5h --> completed at home  
10/15/00pd --> planned in den meeting  
p --> planned sometime at home

<b>Start the Trail</b> Cub S.	<b>1. Making My Family Spe...</b> Cub S.	<b>2. Where I Live</b> Cub S.
Learn the Tiger Cub ...	1F. Think of one chore y... 10/15/06	2F. Look at a map of you...
Learn the Cub Scout ...	1D. Make a family scrapb...	2D. Practice the Pledge ...
Learn the Cub Scout ...	1G. Go to a library, his...	2G. Visit a police stati...
<b>3. Keeping Myself Healt...</b> Cub S.	<b>4. How I Tell It</b> Cub S.	<b>5. Let's Go Outdoors</b> Cub S.
<b>3F. Family Activity</b>	4F. At a family meal, ha... 10/15/06	5F. Go outside and watch...
3Fa. With your family, pl...	4D. Play "Tell It Like I... 10/29/06	5G. With a crayon or col...
3Fb. With your adult part...	4G. Visit a television s... 10/15/06	5G. Take a hike with you...
3D. Make a Food Guide Py...		
3G. Learn the rules of a...		

Save Cancel

### III Notes for Den Leaders and Den Advancement Coordinators:

Den Leaders and Den Advancement Coordinators have been added with "Den Leader" privileges. With these privileges, you can mark requirements complete for all boys in your Den. When doing this, the "quick entry" option is especially useful as you will see all boys in the Den on one page.

If you need to change your Den's Advancement Coordinator, contact the Pack Advancement Coordinator.

If you have Den Leader privileges, you will also see a box like the one below in addition to the Parent box shown in the previous section:



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### ScoutTrack.com

Hello, Bryce Horine. If this isn't you, [click here](#).

#### As a Den Leader of Den 6 :

View:

- [Bear Trail \(Achievements\)](#)
- [Arrow Point Trail \(Electives\)](#)
- [Sports and Academics Pins](#)
- [Calendar](#)
- [Pack Directory](#) or [Den Roster](#) **New!**
- [Bulletin board](#)
- [Den Progress report](#)
- [Badges earned report](#)

Send e-mail to:

- [Your Den](#)
- [Advancement coordinator\(s\)](#)
- [Other Den Leaders](#)
- [Your Pack leaders](#)

Administration:

- [Den membership](#)
- [User login status for Den](#)
- [Den dues and attendance](#)
- [Special Badges and Badges for Previous Years](#)
- [Promote Scouts to next rank](#)
- [Export data](#)

In addition to the capability to mark requirements complete for all the Scouts in your Den, you can also generate a “Den Progress report”

You can also update your Den membership; however, we would ask you to **contact the Pack Advancement Coordinator AND Committee Chair before updating Den membership to ensure we get them added to all rosters and registered properly**. Additions will be taken care of immediately; drops will be held until the end of the Scouting year (July).

**Do NOT use** the “Promote Scouts to next rank” option. This removes all detailed requirements and history for all Scouts in the Den and doesn’t allow for additional electives, etc. to be recorded towards their current rank but before the start of the next Scouting year (July). The Pack Advancement Coordinator will promote Dens once all data has been archived in June.

**Do NOT modify** the “Badges earned report” options. You should not need to use this option. However if you do, **do not** mark anything ordered or distributed as it will cause those awards to be missed by the Pack Advancement Coordinator the next time awards ARE ordered. If you need to pick up any awards yourself, please let the Pack Advancement Coordinator know so that they are not ordered redundantly and records can be updated appropriately.

Finally, if anyone in your Den needs their login information resent and/or an email address updated, you can do this under the “User login status for Den” section. If you need assistance with this, contact the Pack Advancement Coordinator.